

Work Order Number:

EP-R6-11

06

CK

0B2c

A6JP/0000

*Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.*

CHECKLIST FOR B2c EFMC: FACILITY AND COLLECTIONS

Acceptable Quality Level (AQL): One hundred percent (100%) QA/QC is required. Accuracy of final deliverables shall reflect no more than two percent (1%) error rate. Deliverables are received within the agreed-upon delivery date, and Task Order costs are within the amount of the approved work plan.

Task/Subtask

Date Task to be Completed

A. Support maintenance of security for EFMC

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B. Build, maintain, and update inventory
of EFMC tasks/subtasks work requests

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C. Build, maintain, and update LRC/EFMC electronic rolodex

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D. Update and maintain EFMC holdings' inventories

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E. For documents and electronic media, provide the following:

	/	12/31/2014
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☒ location

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☒ identification

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☒ retrieval

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☒ transportation

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☒ restoration

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☒ review

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☒ marking/numbering

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☒ redacting

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☒ reproduction

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☒ indexing

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☒ inventory

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☒ security

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☒ reorganization

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☒ interim disposition

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☒ storage

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Date: 07/07/2014

E. For documents and electronic media, provide the following: (Con't from page 1)

☒ shredding/destruction

☒ backup

☒ other document management, maintenance, or conversion as tasked

Special Instructions: (specify)

For CES Environmental-Houston, retrieve and organize as requested no more than 120 boxes from Houston location to be sent at a later time.

F. Sample, analyze, and report findings regarding potentially contaminated documents

08/31/2014

Special Instructions: (specify)

G. Convert documents from one media to another, based on specific requests from the COTR

12/31/2014

☒ scan documents / microform

☒ Run OPM Utility for PDF file availability

Special Instructions: (specify)

Date: 07/07/2014

H. Coordinate with Superfund Records Center, other EPA file rooms, outside government agencies, and other document repositories

12/31/2014

Special Instructions: (specify)

I. Organize Documents

12/31/2014

- ☐ Chronologically
- ☐ by PRP
- ☐ by EPA provided theme(s)
- ☐ by Superfund File Structure
- ☐ other *(specify)*

Special Instructions: (specify)

This will be determined once EPA has time to review the boxes in more detail.

J. Label documents and electronic media

12/31/2014

- ☒ Document Level
- ☒ Folder Level
- ☒ Box Level
- ☒ Propose scheme with rationale
- ☐ Implement EPA-approved scheme

Special Instructions: (specify)

Date: 07/07/2014

K. Index documents and electronic media

	/	12/31/2014
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☒ Create Index

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☒ Maintain Index

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Special Instructions: (specify)

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L. Index Collections

	/	12/31/2014
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☐ Create Index

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☒ Maintain Index

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Special Instructions: (specify)

Update the inventory and create a cross reference of the box numbers placed on the boxes by the PRP contractors to the EFMC numbers.

Update the inventory and create a cross reference of the box numbers placed on the boxes by the PRP contractors to the EFMC numbers.
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M. Support production and maintain record of reviews

	/	12/31/2014
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☒ Internal Review

Case Name and/or FOIA RIN:

☐ External Review

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☒ Secure materials for review

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☒ Review for potential release issues; notify COTR

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☒ Create/Update Index

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☒ Organize documents

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☒ Label documents

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☒ Prepare Inventory for sign-off

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☒ Contact requestor; make arrangements for review

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☒ Contact COTR; notify confirmation of review date

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☒ Handle production

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☐ Electronic

☒ Paper

☐ Microform

☐ Transport/Ship

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☒ Maintain production history

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Special Instructions: (specify)

DOJ will be coming to review the records in late July and will need EFMC support.

DOJ will be coming to review the records in late July and will need EFMC support.

Date: 07/07/2014

07/07/2014

N. Prepare and update Standard Operating Procedures

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Special Instructions: (specify)

O. Database / Applications Training

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12/31/2014

- ☐ SDMS-CR Training
- ☐ PERL Training
- ☐ SDMS2 Training
- ☐ Reserve Conference Room
- ☐ Reserve 12th Floor Training Room
- ☐ Provide Training Materials
- ☐ Collection Builder Training
- ☐ ExpressLink: Electronic Cost Form Training
- ☐ ExpressLink: Document Submittal Training
- ☐ ExpressLink: FOIA Training
- ☐ ExpressLink: Records Request Training
- ☐ Enterprise / Versatile Training
- ☐ SCORPIOS/SPIDER/SDMS Training
- ☐ Content Analyst Training
- ☐ Lotus Notes Email Records Organization Training
- ☐ Bulk Processing for Batch Upload Training
- ☐ SDMS Feedback
- ☐ ICTS
- ☐ SEMS Portal
- ☐ Other (specify)

Special Instructions: (specify)

P. Records Training

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|---|----------------------|
| <input type="checkbox"/> Metadata Standards | <input type="text"/> |
| <input type="checkbox"/> SF File Structure | <input type="text"/> |
| <input type="checkbox"/> Records Classification | <input type="text"/> |
| <input type="checkbox"/> Search and Retrieval - SDMS-CR | <input type="text"/> |
| <input type="checkbox"/> Search and Retrieval - PERL | <input type="text"/> |
| <input type="checkbox"/> Search and Retrieval - SDMS2 | <input type="text"/> |
| <input type="checkbox"/> Record Boundaries | <input type="text"/> |
| <input type="checkbox"/> Records Relationships | <input type="text"/> |
| <input type="checkbox"/> PDF Record Navigation | <input type="text"/> |
| <input type="checkbox"/> Other (<i>specify</i>) | <input type="text"/> |

Special Instructions: (specify)

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Q. IT/IM Support

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|---|----------------------|
| <input type="checkbox"/> Provide user support for EFMC equipment | <input type="text"/> |
| <input type="checkbox"/> Troubleshoot EFMC equipment technical issues | <input type="text"/> |
| <input type="checkbox"/> Identify EFMC equipment and software needs | <input type="text"/> |
| <input type="checkbox"/> Develop and manage an Enforcement Website | <input type="text"/> |
| <input type="checkbox"/> Assist end users in the use of data to satisfy external production needs | <input type="text"/> |
| <input type="checkbox"/> Assess, troubleshoot, advise a variety of technical issues (<i>specify</i>) | <input type="text"/> |
| <input type="checkbox"/> Verify accuracy and completeness of data models, data relationships, mappings, reports | <input type="text"/> |
| <input type="checkbox"/> Perform and manage electronic discovery services | <input type="text"/> |
| <input type="checkbox"/> Analyze and interpret database extracts and other ESI | <input type="text"/> |
| <input type="checkbox"/> Preserve electronic evidence | <input type="text"/> |
| <input type="checkbox"/> Gather requirements, analyze, develop, and test queries and reports using SQL | <input type="text"/> |
| <input type="checkbox"/> Gather requirements, analyze, develop, and test Financial Analysis Software | <input type="text"/> |
| <input type="checkbox"/> Develop requirements for processing electronic CRPs | <input type="text"/> |
| <input type="checkbox"/> Recommend technical enhancements for processing Contract Documents/WPD | <input type="text"/> |
| <input type="checkbox"/> Develop requirements for processing SF Enforcement pre-records | <input type="text"/> |
| <input type="checkbox"/> Recommend technical enhancements for processing SF Enforcement pre-records | <input type="text"/> |
| <input type="checkbox"/> Design and recommend data quality and data auditing processes | <input type="text"/> |
| <input type="checkbox"/> Conduct comprehensive testing to ensure compliance with user requirements | <input type="text"/> |

Date: 07/07/2014

Q. IT/IM Support (Con't from page 6)

- ☐ Develop documentation of various workflow processes
- ☐ Verify accuracy and completeness of existing workflow processes
- ☐ Provide innovative solutions to complex enforcement technical issues

Special Instructions: (specify)

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R. For documents and electronic media, determine and report

	/	12/31/2014
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- ☐ location (within site file, FRC, individual desks, EPA office storage, EFMC, other
- ☒ identification (media and physical condition)
- ☒ review (determine organizational condition of file)
- ☒ review (determine relationship between physical file and SDMS-CR entry)
- ☒ review (determine relationship between physical file and PERL entry)
- ☒ review (determine completeness and/or gaps within documents)
- ☒ capture on external hard drive, and prepare record of machine, user, directory and date of capture
- ☒ capture on external hard drive from litigation mailbox and record date of capture
- ☒ inventory documents/records and provide to EFMC electronically and in hard copy
- ☒ notify EFMC regarding file or FRC order, including site name, scope, quantity, and anticipated delivery date
- ☒ identify duplicate documents in SDMS-CR and report to EFMC
- ☒ recommendation to account for discrepancies
- ☒ maintain, track, correlate native formats of electronic records with SDMS PDF counterpart
- ☒ report legacy collections and history of legacy collections
- ☒ generate Findings Report
- ☒ generate Preliminary EFMC Submittal Form

Special Instructions: (specify)

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Date: 07/07/2014

S. Evaluate and Restore Documents

12/31/2014

- ☒ restore document page order, and prepare record of findings, including gaps
- ☒ assess document boundary definition and prepare record of findings
- ☒ assess internal document segregation issues, prepare record of findings
- ☒ prepare spreadsheet to record metadata changes needed for SDMS-CR or PERL correction
- ☒ prepare spreadsheet to record SDMS-CR or PERL relationship metadata for redactions and segregation
- ☒ implement document restoration as directed
- ☒ redaction for enforcement / litigation priority (*specify*)
- ☒ segregation for enforcement / litigation priority (*specify*)
- ☒ consistently maintain audit trail information at the document level in SDMS-CR or PERL
- ☐ other (*specify*)

Special Instructions: (*specify*)

T. Organize Documents

12/31/2014

- ☒ chronologically
- ☒ by PRP
- ☒ by EPA provided theme(s)
- ☒ by Superfund file structure
- ☒ notify EFMC of Site and Phase Category Enterprise labels needed
- ☒ Folder Level
- ☐ Box Level

Date: 07/07/2014

T. Organize Documents (Con't from page 8)

- | | |
|---|----------------------|
| <input checked="" type="checkbox"/> Prepare spreadsheet to record SDMS-CR metadata input for physical document location | <input type="text"/> |
| <input checked="" type="checkbox"/> notify EFMC of set number change request | <input type="text"/> |
| <input checked="" type="checkbox"/> Marking/numbering/labeling (<i>specify</i>) | <input type="text"/> |
| <input checked="" type="checkbox"/> Request SDMS-CR document labels from EFMC | <input type="text"/> |
| <input checked="" type="checkbox"/> Request PERL document labels from EFMC | <input type="text"/> |
| <input checked="" type="checkbox"/> Apply SDMS-CR document labels | <input type="text"/> |
| <input checked="" type="checkbox"/> Prepare files for scanning | <input type="text"/> |
| <input checked="" type="checkbox"/> Notify EFMC of scanning readiness | <input type="text"/> |
| <input checked="" type="checkbox"/> Prepare electronic files for conversion | <input type="text"/> |
| <input checked="" type="checkbox"/> Prepare and maintain chains of custody to SRC | <input type="text"/> |
| <input checked="" type="checkbox"/> Prepare and maintain chains of custody to _____(<i>specify</i>) | <input type="text"/> |

Special Instructions: (specify)

U. Index Documents and Electronic Media

	/	12/31/2014
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|--|----------------------|
| <input checked="" type="checkbox"/> Create Index for batch uploading into SDMS-CR | <input type="text"/> |
| <input checked="" type="checkbox"/> Create other Index | <input type="text"/> |
| <input checked="" type="checkbox"/> Maintain Index | <input type="text"/> |
| <input checked="" type="checkbox"/> Batch Upload to SDMS-CR database | <input type="text"/> |
| <input checked="" type="checkbox"/> Batch Upload to PERL database | <input type="text"/> |
| <input checked="" type="checkbox"/> Maintain history of batch uploading with files | <input type="text"/> |
| <input checked="" type="checkbox"/> Maintain LookUp (Validation) Tables in SDMS-CR and/or PERL databases | <input type="text"/> |
| <input checked="" type="checkbox"/> Metadata Extraction | <input type="text"/> |
| <input checked="" type="checkbox"/> Perform QA Review of Index | <input type="text"/> |

Special Instructions: (specify)

CC: Project File
Work Order File

Date: